

**BY ORDER OF THE COMMANDER
374 AIRLIFT WING**

YOKOTA AIR BASE INSTRUCTION 34-101

6 FEBRUARY 2013



Services

**CONTROL, CARE, AND
IMMUNIZATION OF PETS (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction assigns responsibilities and establishes procedures for the control, care, and immunization of pets. It applies to all personnel and organizations assigned to Yokota Air Base (AB). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. Section 3013, *Secretary of the Army*; 10 U.S.C. 5013, *Secretary of the Navy*; 10 U.S.C. 8013, *Secretary of the Air Force*; DoD Directive 6400.4, *DoD Veterinary Services Program*; AR 40-905, SECNAVIST 6401.1B, AFI 48-131, *Veterinary Health Services*; and E.O. 9397 (SSN). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

SUMMARY OF CHANGES

This revision supersedes 374 AW Instruction (374 AWI) 34-101; changes responsibility of owners (paragraph 2.1.2.); clarifies Housing restrictions for number of pets (2) and other concerns (Yokota ABPAM 32-6001); removes registration requirement for rabbits; changes terms explained.

1. Terms Explained. See Attachment 1.

2. Responsibilities Assigned.

2.1. Owners will ensure:

2.1.1. Pets are properly registered and micro chipped at the veterinary treatment facility within 3 working days of arrival, receive required immunizations, and wear the issued identification tag at all times.

2.1.2. Proper disposition to include: Deregister from Veterinary Services any animal leaving the country. Reregister pets with new owner information when there is a change of ownership.

2.1.3. Pets showing a vicious or dangerous nature are not maintained on this installation.

2.1.4. No more than 2 pets are maintained per household (this restriction applies only to dogs and cats).

2.2. Veterinary Services will:

2.2.1. Advise the 374th Airlift Wing Commander (374 AW/CC) or the designee on pet neglect cases, vicious pets, and the pet disease control program, as well as administer required immunizations to pets and issue rabies identification tags.

2.2.2. Post quarantine areas and provide written instructions to owners when quarantine enforcement is needed.

2.2.3. Assist base officials in determining the need, and recommended method, for disposal of any pet believed to be a danger to the public.

2.2.4. Inform the 374th Security Forces Squadron (374 SFS) of any dangerous behaviors to include attempted or actual scratches, bites, or attacks by pets.

2.2.5. Implant microchips for permanent identification and maintain a database of all registered animals.

2.2.6. Have the authority to euthanize animals that must be disposed of.

2.3. The 374th Civil Engineer Squadron (374 CES/Entomology) will:

2.3.1. Dispose of animal carcasses found on base.

2.3.2. Capture any pet not under control or any stray found on the installation.

2.3.3. Turn over any pet not under control or any stray to the Yokota Pet Adoption Center.

2.4. The Yokota Pet Adoption Center is operated by 374 FSS/FSCV. The Yokota Pet Adoption Center will:

2.4.1. Operate a holding facility for pets for possible adoption.

2.4.2. Take into custody animals captured by 374 CES/Entomology (i.e., any pet which is not under control; not wearing an identification tag; causing a nuisance; or which is declared to be a danger to itself, other pets, or to persons other than the owner). When the Pet Adoption Center is closed, the individual dropping off the animal will complete

required paperwork, and place on the cage. When Pet Boarding staff is present, they will complete required paperwork.

2.4.3. Advise Veterinary Services of all suspected pet abuse or neglect cases.

2.4.4. Return safe pets to their respective owners when the pets are identified from collar and tag or microchip identification.

2.4.5. Take control of stray, lost, or feral cats or dogs. Any animals unclaimed after 5 days will become property of the Pet Adoption Facility. Animals will be evaluated by the Pet Adoption Facility staff and Veterinary Services for possible adoption. Any animals unfit for adoption may be euthanized. All other animals will be held for a period of at least 30 days after which a determination of whether or not to euthanize will be made considering space and adoptability.

2.4.6. When proof of ownership can be determined, 374 FSS/FSCV will charge owners for boarding along with other related fees.

2.5. 374 SFS will:

2.5.1. Receive complaints and maintain administrative records of incidents and complaints involving pets, and forward an incident report to the owner's commander when an owner violates this instruction.

2.5.2. Completes an initial entry in the daily blotters on captured animals by Security Forces.

2.6. 374 MDG will:

2.6.1. Establish a rabies advisory team IAW AFI 48-105, *Surveillance, Prevention, and Control of Diseases and Conditions of Public Health or Military Significance*.

2.6.2. Immediately report any bite/scratch incident to 374 SFS.

2.6.3. Initiate a DD Form 2341, *Report of Animal Bite-Potential Rabies Exposure*, IAW AFI 48-105 for all SOFA status personnel who have been bitten or scratched and presented at the MTF for treatment. Veterinary Service personnel will examine the animal and institute applicable quarantine measures IAW AFI 48-131, *Veterinary Health Services*. Non-SOFA status/local national personnel are encouraged to visit their physician for appropriate care.

3. Control of Pets:

3.1. Pets may be taken to an outside area if owners exercise control. Owners must remove and dispose of feces left by their pets and ensure pets do not cause a nuisance. Pets maintained off base are controlled per Japanese laws (check with the Japanese Public Health Office [Hokenjo] in your area). Pets must be on a leash or confined within a fenced area at all times.

3.2. Reference to Yokota ABPAM 32-6001 and contact 374 CES Housing Office, for instructions pertaining to pets and breed restrictions in base housing.

3.3. No outside quarters will be built or maintained for pets without permission of the 374 CES Housing Office and the Base Veterinarian. To obtain permission, use AF Form 332, *Base Civil Engineer Work Request*. The form is self-explanatory.

3.4. All costs resulting from damage, destruction, injury, care, billeting, euthanasia, or removal of pets will be incurred by the owner.

4. Care of Pets. Persons having custody of a pet must provide it with proper food, water, shelter, and veterinary care.

5. Registration and Deregistration of Pets. Pets requiring registration (Attachment 1) will be registered with Veterinary Services. Registration for dogs, cats, and ferrets include permanent identification with an implanted microchip, (microchipping). Veterinary Services will implant microchips for a small fee. A database of all pet microchipping will be maintained by the Veterinary Services Office. The 374th SFS and Pet Boarding Facility will call the VTF to report microchip numbers of stray pets.

6. Immunization of Pets:

6.1. All dogs, cats and ferrets, 3 months of age or older, must be immunized against rabies. Those showing proof of immunization within the prescribed time intervals are exempt from receiving a new immunization at the time of arrival. A current, valid DD Form 2208, *Rabies Vaccination Certificate*, must be presented to Veterinary Services.

7. Removal of Pets from Installations:

7.1. 374 AW/CC or the designee may direct temporary or permanent removal of pets from 374 AW installations when:

7.1.1. The owner fails to have required pets immunized, registered, or microchipped (Attachment 1).

7.1.2. The pet is not under control.

7.1.3. The pet has excessive or continual barking or other annoying habits.

7.1.4. The pet destroys government or private property, causes injury to humans or other pets, or has been taken into custody twice according to paragraph 2.4.2.

7.2. The pet is determined to be vicious or dangerous. Pets do not have to scratch, bite, or attack a person or other pets in order to be declared vicious or dangerous. A pet may develop an ill temper or dangerous nature which would make such removal necessary. In any reported incident in which a pet attempts to or does scratch, bite, or attack a person or another pet, the Base Veterinarian will carefully review all circumstances before deciding whether to advise 374 AW/CC or the designee to have the pet permanently removed from the installation. Veterinary Services will forward all cases involving repeated actual or attempted scratches, bites, or attacks by a pet to 374 AW/CC or the designee for review.

8. Pet Breeding. Pets will not be bred on the installation for the purpose of monetary gain.

MARK R. AUGUST, Colonel, USAF
Commander, 374th Airlift Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Record*

AFI 48-105, *Surveillance, Prevention, and Control of Diseases and Conditions of Public Health or Military Significance*

YOKOTAABPAM 32-6001, *Family Housing Pamphlet Yokota Air Base, Japan*

Adopted Form

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

DD Form 2208, *Rabies Vaccination Certificate*

Terms

Control—Acts of owners to regulate pet behavior to prevent public nuisance. In case of all pets, the word "attended" means:

Dogs are restrained outdoors at all times by a leash under the control of an adult or youth, old enough and strong enough to control the pet. The leash must be strong enough to control the pet or the dog must be in an approved fenced area, meeting base requirements.

Owners of cats are responsible for their pets actions both indoors and outdoors. Although, cats are not required to be leashed, they are not to be allowed to roam freely.

Rabbits and ferrets, if taken outside, must be restrained by leash or in an approved fenced area. The fenced area must be adequate to contain the animal to prevent escape from gaps in fencing.

All pet owners are responsible for their pet's actions whether indoors or outdoors.

Nuisance—Any occasion where a pet causes annoyance, inconvenience, injury, or discomfort to persons other than its owner.

Owner—A person legally possessing a pet or one who provides for its welfare, although not having legal ownership. Ownership is interpreted through registration or other means.

Quarantine—Confinement of a pet at a location designated by the Base Veterinarian.

Microchipping—A procedure to insert a small microchip under the skin between the shoulder blades. Mandatory for dogs, cats, and ferrets. The microchip is then read by scanner to obtain identification.

Registration—The process of establishing medical records with Veterinary Services. Mandatory for dogs, cats, ferrets, and rabbits. Any other animal may be registered if desired by owner.

Privately Owned Animals (POA)—Dogs, cats, ferrets, birds, and domestically bred pets of the rodent family such as hamsters, gerbils, guinea pigs, etc. This term may be expanded to include fish and reptiles provided they are not capable of inflicting serious injuries or designated as dangerous. Nonhuman primates (monkeys, apes, etc.), farm animals or any other feral or wild animals will not be kept as pets.

Registrable animals—Normally, only dogs, cats, and ferrets are registrable. However, other animals may be specified "registrable" by the Installation Commander upon recommendation of the supporting Installation Veterinarian and 374th SFS.